

**UNITED NATIONS CHILDREN'S FUND  
TOR**

**Duty Station:** Bujumbura, Burundi  
**Section/Division:** Operations  
**Level:** GS5  
**Duration:** 6 Months  
**Title:** Administrative and Finance Assistant

**PURPOSE OF POST:**

The Administrative & Finance Assistant is responsible for executing a broad variety of standardized administrative and financial tasks for the respective section(s) requiring thorough knowledge of UNICEF administrative and financial procedures, processes, and policies.

At the G-5 level, the below tasks are expected to be carried out with a high level of independence.

**REPORTS TO:** Finance Officer

**NUMBER/LEVEL OF POSTS SUPERVISED:** 2

**Summary of key functions/accountabilities:**

- **Support to Financial transactions**
- **Support to the Administration Section in relation to Contracting of service providers.**
- **Support to Events and Conferences**
- **Support to General Administrative and Finance Duties**

**Support to Financial transactions**

- Prepare VAT reimbursement requests.
- Submit VAT reimbursement requests to Government,
- Follow up and reconcile amount reimbursed and
- Prepare and submit clearing requests to GSSC.
- Matching and clearing GL open Items
- Analyzing, Matching, and clearing of PAR accounts
- Check and record account receivable.
- Report on outstanding Account Payable
- Respond to client transaction status and other inquiries.

**Support to the Administration Section in relation to Contracting of service providers.**

- Facilitates the processing of contracts for external partners that provide a service to the section. This includes preparing and filing documents, completing necessary forms and templates, and making necessary logistical arrangements.
- Keeps vendor lists and partners rosters up to date.
- Arrange for the purchase and timely distribution of office supplies.

**QUALIFICATIONS AND COMPETENCIES:**

**Education:**

Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization.

**Work Experience:**

A minimum of 5 years of progressively responsible administrative or clerical work experience is required.

A bachelor's degree from a recognized academic institution in a Finance, Accounting, Business Administration may replace three years of related work experience. A master's degree may replace an additional two years.

**Language:**

Fluency in French and working knowledge of English is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.

**Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

**Support to Events and Conferences**

- Supports capacity development activities and conferences by making the logistical arrangements, through engaging with facilitators, caterers, and hosts.
- Arranges times through liaising with participants over availability.
- Liaises with budget focal points and section over costs and needs.

**General Administrative and Finance Duties**

- Maintain hard and electronic files and update data base systems ensuring timely and appropriate recording, safekeeping and disposal of confidential information.

**Core Competencies**

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)